

LODGES OF INSTRUCTION

OPERATIONS MANUAL *and* BY-LAWS

Compiled by the Masonic Education and Training Committee of the Grand Lodge of Masons in Massachusetts

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Grand Master
Grand Lodge of Massachusetts, A.F. & A.M.



R. W. Ted N. Morang Sr.
Chairman, Education and Training

R.W. Philip A. Drouin
Chairman, Lodges of Instruction

The Intention of this 2011 Operations Manual is to ensure the following:

The Goal of the Education and Training Committee is to offer one hour of quality time for instruction and training, in exchange for one hour of valuable time per month given by each member to attend his Lodge of Instruction.

This manual is to be used in Lodges of Instruction by its officers and District Deputy Grand Master. The District Deputy Grand Master oversees the operation of the Lodge of Instruction within his district. In addition, it shall constitute the by-laws of every District Lodge of Instruction.

Each District Lodge of Instruction must operate in the manner as described in this Operations Manual so as to offer statewide continuity in format and instruction.

There shall be a minimum of ten Lodge of Instruction meetings per Masonic year, September through June. Cancellations due to adverse weather do not need to be rescheduled, however, the candidate instruction needs to be completed and verified. It is strongly suggested that a final or additional meeting be conducted near the end of June so that 3rd degree candidates raised in June may complete their required instruction and receive their dues cards prior to their lodge going dark for the summer months.

The highest priority of any Lodge of Instruction monthly meeting is the instruction and training of the candidates and lodge officers. All other social activities and non-Masonic programs are secondary to the goals of this program and should be scheduled at other times during the Masonic year and are not to conflict with the scheduled meeting time of a Lodge of Instruction.

The format of the meeting has been changed to allow for the maximum amount of time dedicated to educational pursuits. All speakers and topics of education and training will be Masonic in nature. The Education and Training Committee may amend, add to or delete from this manual when deemed necessary.

There is no mandate to have a second speaker or Main Speaker at 8:00pm. When the candidate and officer training and instruction have been completed, the requirements for the monthly Lodge of Instruction have been satisfied. Additional speakers or programs are at the discretion of each Lodge of Instruction and should not be stated as “mandatory” for attendance purposes.

The registration, attendance and tracking of Officers and Candidate attendance has changed. The Candidate Attendance Card has been eliminated; handwritten attendance sheets will be used, tallied, and reported. The District Deputy Grand Master will be responsible to inform a Lodge when a brother has failed to complete his candidate instruction. Failure to complete the instruction will result in the loss of his dues card, or its issuance, until the required classes are completed. Lodge Officer attendance will be strictly monitored and dealt with accordingly.

The time previously dedicated to an excessive amount of Lodge and District announcements has been eliminated. The gathering and dissemination of Lodge and District announcements will be handled by a new appointee to the Lodge of Instruction rank of officers.

The Grand Lodge Lodges of Instruction Committee Liaisons, report to the Chairman of the Lodges of Instruction, are available to help the Lodges assigned to them. They have been directed to observe the proceedings of each Lodge of Instruction and may offer advice and suggestions in areas that they feel need adjustment. The Worshipful Master and District Deputy Grand Master of each Lodge of Instruction should report directly to the Chairman of the Lodges of Instruction the results of the work performed by these Liaisons.

Grand Master

M.W. Richard J. Stewart

Deputy Grand Master

R.W. George J. Bibilos

Masonic Education and Training Committee

R.W. Ted N. Morang Sr., Chairman

Lodges of Instruction Committee

R.W. Philip A. Drouin, Chairman

Liaison

R.W. David Blake

Districts 16,17,19,20,21

R.W. David E. Pace

Districts 27,28,29,30,31

R.W. Toby Booth

Districts 22,23,24,25,26

R.W. Robert Havener

Districts 2,3,4,5,14,15

R.W. Lonnie Piper

Districts 1,6,7,8,18

Wor. Steve Burton

Districts 9,10,11,12,13

At Large Members

Wor. Elliot Chikofsky

Wor. George Haile

R.W. Joseph DeNicola

R.W. Kenneth Blake

Contact information for each member of this committee may be found at Educatemasons.org

GOVERNANCE AND OFFICERS

LODGE OF INSTRUCTION WARRANT

Each district shall be responsible for conducting a Lodge of Instruction and is authorized to hold meetings through a Warrant issued by the Grand Master. The Warrant remains the property of the Lodge of Instruction and is to be treated and maintained as any Lodge Charter.

LODGE OF INSTRUCTION GOVERNING STRUCTURE

The Lodge of Instruction governing structure, as imparted by Grand Lodge is as follows:

- 1 Grand Master
- 2 District Deputy Grand Master
- 3 Chairman of the Lodges of Instruction
- 4 Each District Lodge of Instruction shall be governed by its elected officers and the Executive Committee. The elected officers shall be the Worshipful Master, Senior Warden, Junior Warden and Secretary/Treasurer.

DISTRICT DEPUTY GRAND MASTER

The District Deputy Grand Master will oversee and be responsible for the operation of the Lodge of Instruction in his district. He will promote attendance at the Lodge of Instruction throughout his district. His supervisory responsibilities are summarized as follows:

1. His primary responsibility is to ensure that the Lodge of Instruction is active, operational and viable during the Masonic year from September through June.
2. He will see that the Lodge of Instruction operates according to the Policies and Procedures as set out in this manual.
3. He will impart the requirement of mandatory attendance by Lodge Masters, Wardens, Officers, and candidates.
4. In consultation with the Master of the Lodge of Instruction, he will have the authority to cancel a scheduled meeting of the District Lodge of Instruction due to adverse weather. His decision shall be based on the best interests and safety of the membership due to adverse weather conditions in the area. Such cancelled meetings will not be rescheduled, however, the candidate instruction for each month is still required and will need to be rescheduled promptly.
5. He will evaluate and recommend, if warranted, that at the end of the Lodge of Instruction year the outgoing Worshipful Master be recognized for his service, to receive a Certificate of Appreciation from the Grand Master and Chairman of Education and Training. During his evaluation, he should consult with the Chairman of the Lodges of Instruction to determine if, from the viewpoint of the Education Committee, all conditions have been adhered to and all reports have been filed as required.
6. The District Deputy Grand Master may remove any elected or appointed officer of the Lodge of Instruction for just cause. However, that action should be ratified at a duly convened Executive Committee meeting held for that purpose and with the concurrence of the Chairman of the Lodges of Instruction Committee.

EXECUTIVE COMMITTEE

The Executive Committee shall consist of the Worshipful Master, Senior Warden, Junior Warden and Secretary/Treasurer of a District Lodge of Instruction as well as the Worshipful Masters, Senior Wardens and Junior Wardens of the constituent Lodges, and the District Deputy Grand Master, *ex officio*. The Chairman of the Education and Training Committee, as well as the Chairman of the Lodges of Instruction Committee, will also be *ex officio* members of the Executive Committee.

The responsibilities of the Executive Committee are as follows:

1. The District Deputy Grand Master will chair and moderate the meetings of the Executive Committee. The Secretary/Treasurer will serve as the recording Secretary of the Executive Committee meetings.
2. The District Deputy Grand Master will call the Executive Committee together a minimum of three times during the Masonic year. One meeting will be held in January to evaluate the program and performance of the Lodge of Instruction, and offer necessary guidance. A second meeting shall be in March for the naming of a Nominating Committee. The third shall be in May to approve the budget and to receive nominations for and elect a slate of officers for the ensuing year. The Nominating Committee shall seek the most qualified and interested Past Masters to be elected to serve as District Lodge of Instruction officers. One member of each constituent Lodge of the district should be on the Nominating Committee

3. Finances for a District Lodge of Instruction shall be finalized no later than the May meeting of the Executive Committee and approved by the Committee. This approves the operational expenses for the upcoming year and therefore the amount due by each constituent Lodge. All payments by the constituent Lodges must be made in advance and are due to the District Lodge of Instruction by October 31st of the current Masonic year. Other expenses for the District will NOT be charged through the Lodge of Instruction annual bill. District wide events MAY be billed separately by the LOI with the concurrence of the Executive Committee. If it is the practice of the Lodge of Instruction to take the speaker to dinner, no more than two (2) members of the Lodge of Instruction will be paid for by the Lodge of Instruction plus the speaker.
4. Each member of the Executive Committee shall have one vote. No proxies or substitutes are allowed as part of the Executive Committee. No votes are allowed by mail and an officer must be present in order to vote. A majority of the members of the Executive Committee shall constitute a quorum and may act. The District Deputy Grand Master does not normally have a vote as part of the Executive Committee even *if he is a duly elected officer of the Lodge of Instruction or a senior officer of a constituent Lodge eligible to be on the Executive Committee*. In the event of a tie in votes on a subject in question, the District Deputy Grand Master shall then have the deciding vote to break the tie.

WORSHIPFUL MASTER

The Worshipful Master will conduct the business and programming of his Lodge of Instruction according to the procedures delineated within this manual, and as follows:

1. He will ensure that at each meeting of his Lodge of Instruction, his officers are present prior to the opening of the Lodge meeting and that they are prepared to perform their respective duties prior to and during the Lodge of Instruction meeting. He *shall* appoint a **Marshal, Chaplain, Organist** (when available), **Communications Officer** and may appoint additional officers if the positions are approved by the Executive Committee.
2. He will appoint a **Lead Instructor** to ensure that qualified instructors are available at every meeting to conduct the necessary classes for the candidates attending. He shall assure himself that the classes are being conducted in a professional and educational manner for the benefit of the candidates, in accordance with the agenda/curriculum approved by the Grand Lodge and the Lodges of Instruction Committee.
3. He is responsible for the annual program of his Lodge of Instruction and shall ensure that it meets the minimum requirements of form and format as indicated in Appendices C and D of this manual.
4. He will have close communication with the scheduled speaker for the monthly Lodge of Instruction meeting as follows:
 - A. At least two weeks prior to the scheduled monthly meeting, he will reconfirm the date and time with the speaker, and invite the speaker to be his guest for dinner on the night of the meeting (*if that is the usual practice of the Lodge of Instruction*). This shall *not* be at the personal expense of the Master. (The Grand Lodge Education Committee views such courtesy as a Lodge of Instruction function and funds are to be made available for it. This dinner meeting will enable the Master or his representative and the speaker to become acquainted with each other and will assist in planning the final details of the evening's meeting.)
 - B. Should there be a meal at the Masonic Building, the speaker or those associated with the program of the evening should be invited for the meal.
5. It is recommended that a dinner or other suitable means of nourishment be served. The Master should see that the Junior Warden contacts the host Lodge seven to ten days prior to the meeting to ensure that ample refreshments will be provided for the Brethren and guests.
6. He will maintain regular contact with the District Deputy Grand Master concerning the operation of the Lodge of Instruction.
7. He will work in concert with the District Deputy Grand Master in scheduling the Executive Committee meetings when required and holding the election of Lodge of Instruction officers as per this Operations Manual.
8. He will work closely with the Secretary/Treasurer regarding the finances of the Lodge of Instruction to ensure that all required reports and documents are given proper attention and submitted, as required, in a timely manner after each Lodge of Instruction meeting.

SENIOR WARDEN

The Senior Warden, in anticipation of his election as the Worshipful Master of the District Lodge of Instruction, should plan his year's program and prepare a budget, giving consideration to the suggestions of the Executive Committee. In doing so, he shall submit his proposed program for review to the District Deputy Grand Master and the Chairman of the Lodges of Instruction of the Education Committee. The calendar by which he shall submit his program is as follows

March 30th- The proposed Program is submitted to the District Deputy Grand Master for his review

April 15th- The District Deputy submits the program to the Chairman of the Lodges of Instruction Committee

May 1st- The Chairman of the Lodges of Instruction Committee submits back to the Lodge of Instruction the final and approved program for the ensuing year. This will enable the Nominations Committee to put forth a slate of officers that is qualified by virtue of the approved program.

During the Executive Committee meeting in May, the Senior Warden (or a brother standing for the position of Master Elect) will submit his program and budget for review and approval.

Additional responsibilities of the Senior Warden are as follows:

1. He will become familiar with the By-Laws and Operations Manual and utilize it in the determination of programs for his year as Master.
2. As the Master-elect, he will work with the Secretary/Treasurer to ensure the "Return of Officers" as supplied by the Education Committee is properly completed and submitted to the Chairman of the Lodges of Instruction Committee no later than July 15th. It is preferred that this report be submitted immediately following the installation of officers.
3. It is his responsibility to work with the lead instructor to recruit qualified instructors from within his district. This is to ensure that adequate instructors are available.
4. In the absence of the Worshipful Master of the Lodge of Instruction, he will advance to the Master's chair and assume responsibility for the program planned for the evening. If it is the custom to take the speaker to dinner prior to the evening's program, he will follow the same protocol and be reimbursed accordingly.
5. He shall arrive at the specified location for the evening's program at least 15 minutes prior to the candidate's arrival to ensure the host Lodge has fulfilled their obligation in setting up the hall and Lodge of Instruction areas for the program.
6. He shall assist in securing the facility following the close of the meeting and assist the Worshipful Master and the Master of the hosting Lodge in these duties before leaving the premises himself.

JUNIOR WARDEN

1. He will be responsible for ensuring that the host Lodge has properly prepared in advance the collation for the evening, if any. He will be responsible for ensuring the dining/collation room is properly prepared for the evening and that the room is properly cleaned and returned to its condition, and any contributions collected are turned over to the host Lodge. If there is to be a dinner at the meeting place prior to the Lodge of Instruction meeting, he is to coordinate with the Secretary/Treasurer on dinner reservations and with the host Lodge to ensure proper arrangements have been made with the caterer and ample seating and tables are set up. If the dinner is elsewhere, he is to ensure that all the details and arrangements have been attended to and that all members have been duly informed.
2. When there are special guests or dignitaries, he will act as a host to attend to their needs, including the introduction of them to the senior officers of the Lodge of Instruction and the District.
3. He will begin to formulate his program for the year in which he expects to serve as Master and become familiar with the resources available, utilizing them in his determination of programs for his year.
4. In the absence of the Worshipful Master of the Lodge of Instruction and the Senior Warden, he will advance to the Master's chair and assume responsibility for the program planned for the evening. If it is the custom to take the speaker to dinner prior to the evening's program, he will follow the same protocol and be reimbursed accordingly.
5. He will assign Greeters for each Lodge of Instruction from the constituent lodges, and direct them in their duties.

VACANCIES- Should either one or both the Wardens be unable to fulfill their obligation and complete their year in their respective station, the Executive Committee of the Lodge of Instruction shall elect a new officer(s) to fill the vacant position(s). If the District Deputy and Executive Committee believe an elected officer needs to be removed or replaced, the Executive Committee may remove such individual at any time during the year and/or fill the vacancy by electing a responsible Past Master of a Blue Lodge who will assume the duties of the position. This action can only occur at a legally conducted meeting of the Executive Committee held for that purpose. Only past or presiding Masters of Massachusetts Blue Lodges may be elected to serve as Worshipful Masters of Lodges of Instruction, except with special dispensation from the Grand Master.

SECRETARY/TREASURER – The Secretary and Treasurer’s position may be held by one or two elected officers

The importance of the work of this officer is on par with that of Secretary of a Chartered Lodge. Records and minutes must be accurately maintained, and attendance records must be submitted in a timely manner following each meeting of the District Lodge of Instruction. Additional responsibilities are as follows:

1. As appropriate, he will ensure that arrangements are made for the Junior Warden or other check signatories, as determined by the Executive Committee, to have signed the necessary bank signature card(s) for the bank where the LOI account is maintained. These signature cards are to be renewed annually.
2. He is required to keep an accurate accounting of the attendance of Lodge officers, instructors, members, candidates, and visitors at every Lodge of Instruction meeting. He will also ensure that all candidates are duly registered and document that they have received the necessary instruction. He will submit the attendance sheets along with any other relevant correspondence to the Chairman of the Lodges of Instruction Committee and the District Deputy Grand Master within ten days of the Lodge of Instruction meeting, even if cancelled. While Lodges shall receive credit for all officers in attendance, *(even if an officer serves as an officer in another Lodge within the district)* the TRUE number of those attending shall be reflected in the attendance synopsis reported monthly to the Education Committee on the prescribed form.
3. He will arrange for and be the Recording Secretary of all meetings of the Executive Committee.
 - a. He will deliver a Treasurers report of the financial status of the Lodge of Instruction at each Executive Committee meeting.
4. He shall be authorized to submit invoices to each constituent Lodge of the District Lodge of Instruction by September 1st with a request for prompt payment to meet the Lodge of Instruction budget approved by the Executive Committee.
5. If there needs to be an adjustment in the District Lodge of Instruction assessment to meet its operational expenses, the Secretary/Treasurer should recommend a meeting of the Executive Committee for the approval of an additional assessment of funds from the constituent Lodges.
6. The Secretary/Treasurer is required to keep accurate records of the finances of the District Lodge of Instruction and any unused funds are to be applied to the calculation of the following year’s assessment.
7. He will assist The Communications Officer with correspondence or communication with the constituent Lodges of the District relative to notices of dates, times and places of the meetings of the District Lodge of Instruction. He will also attend to any official correspondence with the Chairman of the Lodges of Instruction or the Education Committee.
8. He will distribute the annual program notices to the line officers of the constituent Lodges of the District and to other persons in accordance with the practice and budget of the District Lodge of Instruction. These notices are to be distributed no later than August 1st.
9. He shall submit the annual “Return of Officers” by July 15th of each year to the Chairman of the Lodges of Instruction Committee. This report is to be typed or legibly printed on the appropriate form. If agreed to by the Education Committee the report may be transmitted electronically.
10. His records of the District Lodge of Instruction shall be available to any member of the Executive Committee, the District Deputy Grand Master, the Chairman of the Lodges of Instruction Committee, or the Director of the Education Committee in a reasonable amount of time upon request.
11. The Secretary or Instructor will certify that a candidate has received instruction for the respective degree(s) or class on the Candidate Attendance Sheet. (see Appendix E)
12. He will keep and preserve the Warrant of the Lodge of Instruction issued by the Grand Master

LEAD INSTRUCTOR

The Lead Instructor shall be appointed by the Worshipful Master, with approval of the District Deputy Grand Master, and the Chairman of the Lodge of Instruction Committee. The Lead Instructor should be a well-skilled Past Master. The Lead Instructor will not hold any other Office within the Lodge of Instruction.

Because this brother may be one of the keys to his Lodge of Instruction's success, his appointment may be for multiple years, at the discretion of the District Deputy Grand Master.

1. He is to maintain a list of qualified instructors and ensure that they have been properly trained as instructors.
2. He shall schedule the necessary qualified instructors for the classes of the three degrees. He shall arrange for these instructors at least one month in advance with reminders one week prior to the meeting. In the absence of a scheduled instructor, he shall either have a back-up instructor available or, if necessary, instruct the class.
3. He is to direct the candidates to their respective instructors. He shall assure himself that the classes are being conducted in a professional and educational manner for the benefit of the candidates.
4. He shall meet periodically with the Chairman of the Lodges of Instruction Committee, or his Liaison, and attend any required 'train the trainer' instruction. The lead instructor must attend the "Train the Trainer" instruction a minimum of every three years.
5. He shall train and supervise instructors, when authorized, for his Lodge of Instruction, as needed to ensure an adequate supply of instructors for each class during each meeting.
6. He shall provide, at the expense of the LOI, sufficient copies of handout material for candidates of each class, as required by the Grand Lodge Education Committee.

NOTE- If a class has only one candidate, it is suggested that the Lead Instructor solicit volunteers to sit in the class with the candidate to encourage discussion, and a healthy exchange of questions and answers.

INSTRUCTORS

It is the responsibility of each Instructor to be familiar with and certified to instruct the curriculum provided. It will be his responsibility to maintain order and to move the class through the instruction as efficiently as possible, taking the necessary time to cover all of the topics and getting each candidate to participate in the class. He will maintain an attendance sheet for each class, as provided by the Marshal.

MARSHAL

Beyond floor work, the Marshal's main duty will be to act as the Attendance Officer of the Lodge of Instruction. He will see to it that the attendance and sign in sheets are properly attended to as set forth in Appendix D. He will take the time to organize the Lodge of Instruction prior to its opening and ensure all proper tools and implements are available to open the Lodge. It will be his duty to conduct the Chaplain to and from the Altar during the opening and closing of the Lodge and any other tasks assigned by the Master. The Lodge Marshal will ensure that each brother is properly attired for a lodge meeting.

(note) The District Deputy Grand Master may appoint an Attendance Officer at his discretion to ensure the job be done thoughtfully and with great accuracy.

CHAPLAIN

Appointed by the Worshipful Master, the Chaplain shall lead the devotions at the altar at the beginning and ending of the monthly LOI meetings and prior to meals, as directed by the Master.

COMMUNICATIONS OFFICER

Appointed by the Worshipful Master, the Communication Officer will be a brother who is willing to coordinate with the Lodges their activities into a format that can be distributed to the constituent lodges and members throughout the district. The format of this will be at the discretion of this appointed officer with the approval of the District Deputy Grand Master. Lodge meetings, candidate progression, social events, table lodges etc; should all be gathered and distributed monthly, prior to the Lodge of Instruction. Printed copies may be distributed before each meeting commences. He shall upload to EducateMasons.org on a monthly basis these notices and verify the accuracy of District LOI information posted on that web site.

This brother will also coordinate an email distribution list for his District Lodge of Instruction so that lodge members and officers will have reminders and calendar information sent to them on a regular basis. Because this brother may be one of the keys to his Lodge of Instructions success, his appointment may be for multiple years, at the discretion of the District Deputy Grand Master.

Protocol for coordinating and procurement of Officer Training Speakers.

After installation at the feast of St John, the District Deputy should make an accounting of what he perceives to be the greatest needs of the lodges in his district. In January, on an informal basis, he should consult with the members of the LOI Executive Committee for their input. With this accumulated information, The District Deputy and the prospective Master of the LOI should determine the topics for the 10 Officer Instructions for the coming LOI year. When looking for speakers for various topics, the Lodge of Instruction should not be limited to speakers who are from that district. The prospective Master of the Lodge of Instruction should consult, the Speakers Bureau, the Lodge of Instruction Committee, the Education and Training Committee, other District Deputies, and those with a knowledge of the topic to ascertain the absolute best speaker that will not only be informative but interesting to the District Officers.

When contacting a potential speaker, the following items need to be confirmed; place, date, time and the topic to be presented as training. Immediately after the agreement, a follow up confirmation letter will be mailed from the prospective Master of the LOI to the prospective Speaker confirming the above information along with the Master and District Deputy's contact information. Approximately 30 days (1 month) before the speaker is to speak at the LOI, he should receive a confirmation with contact information from the Master of the LOI. This should include the previously discussed information and also parking and building access information.

Previously addressed in the Duties of the Master of the Lodge of Instruction,

He will have close communication with the scheduled speaker for the monthly Lodge of Instruction as follows:

- A. At least two weeks prior to the scheduled monthly meeting, he will reconfirm the date and time with the speaker, and invite the speaker to be his guest for dinner on the night of the meeting (*if that is the usual practice of the Lodge of Instruction*). This shall *not* be at the personal expense of the Master. (The Grand Lodge Education Committee views such courtesy as a Lodge of Instruction function and funds are to be made available for it. This dinner meeting will enable the Master or his representative and the speaker to become acquainted with each other and will assist in planning the final details of the evening's meeting.)
- B. Should there be a meal at the Masonic Building, the speaker or those associated with the program of the evening should be invited for the meal.

Within 1 week after the meeting, the speaker should be sent a thank you letter thanking him for his time and information.

APPENDIX A.

RITUAL FOR OPENING AND CLOSING A LODGE OF INSTRUCTION

*No Signs and No Raps (*) are to be given in a Lodge of Instruction.*

OPENING

WM: Brother Marshal, you will organize the ___Lodge of Instruction, attend to the lights then conduct the Chaplain to the altar for an opening prayer.

[After organizing the Lodge, the Marshal proceeds to the west of the Altar and places the Three Great Lights in the Master Mason position and causes the three burning tapers to be illuminated.]

[The Marshal conducts the Chaplain to the west of the Altar for the benefit of prayer.]

CHAP: *[Opening prayer]* Amen.

WM: Brethren will join me in the Pledge of Allegiance to our Flag. “ *I pledge.....*”

WM: I declare the ___Lodge of Instruction opened.

CLOSING

WM: Brother Marshal, you will conduct the Chaplain to the altar for a closing prayer, and then attend to the lights.

[The Marshal conducts Chaplain to west of Altar for closing prayer]

CHAP: *[Closing prayer]* Amen.

[The Marshal causes burning tapers to be extinguished and closes the Three Great Lights.]

WM: I declare the ___Lodge of Instruction closed.

APPENDIX B.

RITUAL FOR INSTALLATION OF LODGE OF INSTRUCTION OFFICERS

The installation of the District Lodge of Instruction Officers should be done at Lodge of Instruction meeting during the month of June. The installation ceremony shall be brief and may be performed by the District Deputy Grand Master, a Past Master of a Lodge of Instruction, Past President or Past Chairman of a Masonic Forum, or a Past DDGM.

The District Deputy Grand Master (or installing officer) assumes the East and instructs the Marshal to conduct the Master Elect to the East.

The District Deputy announces the Elected Officers (as each name is read, the brother rises at his seat)

The Master Elect announces his appointments (as each name is read the brother rises at his seat)

The Marshal under the direction of the Installing Officer shall conduct the Master Elect to the Altar. The Elected and Appointed officers follow the Marshal to the Altar and form two parallel lines facing east. The Master Elect is caused to kneel.

All officers repeat the obligation and insert their Elected or Appointed office

Obligation:

I solemnly promise, upon the honor of a Mason, that in the office of (insert office) of the ___ Lodge of Instruction, I will, according to the best of my abilities, strictly comply with the Constitutions and Regulations of the Most Worshipful Grand Lodge of Massachusetts, the By-Laws of the _____Lodge of Instruction, and all other ancient Masonic usages, so far as the same shall come to my knowledge.

The Marshal is directed to conduct the Worshipful Master to the East. The newly installed officers follow and form two parallel lines, facing east.

(There is no further ritual)

The District Deputy declares that each brother has been elected, appointed and installed. After brief introduction each officer is to assume his station.

APPENDIX C.

LODGE MEETING FORMAT

Local Lodge of Instruction tradition may dictate the opening time. It is suggested that the opening of the Lodge of Instruction shall be no earlier than 6:45 and no later than 7:15. 7:00 PM is used as an example

Officer Training and Candidate Instruction will commence immediately after opening and should last 30-45 minutes.

7:00 PM Open Lodge (*see Appendix A. for ritual*)

Candidates conducted to the East and introduced. The WM and DDGM should greet each candidate. Issuance of candidate pins should be conducted at this time

Introduction of Instructors for the degrees.

Each instructor escorts his class to the classroom.

Introduction of speaker for Officer Training

Officer Training and Candidate Instruction commence

7:45 PM LOI Marshal retires to anteroom to collect sign-in sheets, and conducts each class back in to the lodge room. Marshal gives LOI Secretary sign-in sheets.

7:50 PM Final remarks by the WM and DDGM

(if there is no scheduled main speaker, proceed to closing remarks and close the Lodge)

8:00 PM Close Lodge (*see Appendix A. for ritual*)

(if a main speaker is planned, declare a 15 minute recess to enable the brothers to interact briefly with the Training speaker and to leave for the evening if they desire)

Introduce Main Speaker

At conclusion of speech, closing remarks, then proceed to close the Lodge (*see Appendix A. for ritual*)

NOTES

Verbal attendance or roll call is not to be conducted during the one hour that the Lodge of Instruction is open.

Lodge announcements or the reading of minutes will not be given during the one hour that the Lodge of Instruction is open.

Announcements from the Master and District Deputy are to be given prior to closing, and must be brief.

APPENDIX D.

THE FORM OF A LODGE OF INSTRUCTION

The **Lead Instructor** will ensure that all instructors have the latest training materials as mandated by the Education and Training Committee.

There shall be **no less than ten meetings** per year, all of which will be Masonic in nature. The exception would be if a meeting is cancelled due to adverse weather. A meeting cancelled for adverse weather will not be rescheduled.

In the event of a cancellation, candidate instruction will need to be rescheduled promptly, at the earliest convenience, so as not to interfere with the advancement of a brother candidate.

Additional meetings to accommodate the candidate's progression are encouraged. When an extreme hardship occurs, and with permission of the District Deputy, a candidate may receive individual instruction by a certified instructor.

At the discretion of the District Deputy Grand Master **Non-Masons** may be invited to hear a guest speaker that will speak on a Masonic topic, if appropriate. Non-Masons may not attend the candidate or officer instruction.

The Program for the Lodge of Instruction will be put together from approved training and instructional programs that are posted on EducateMasons.org. After approval, any changes or additions must be approved by the Chairman of the Lodges of Instruction.

The use of **Guest Speakers** for Officer Training is strongly encouraged. The use of the Lead Instructor (or the same person) every month for Officer Instruction is discouraged. EducateMasons.org has a complete list of approved speakers available to speak on every topic.

Each District Lodge of Instruction annual program for the ensuing year must be posted on **EducateMasons.org** prior to June 1st.

Each constituent Lodge within a District will rotate supplying Greeters for each meeting. This schedule will be maintained by the Junior Warden of the Lodge of Instruction and it will be his duty to notify each lodge in advance of the meeting where they are scheduled to greet.

Candidate Instruction and Officer Training will occur concurrently. Great care should be given to ensuring the candidates for degrees are not exposed to information related to the advanced degrees

USE OF APRONS AND REGALIA

All masons will dress for the Lodge of Instruction Lodge Meeting appropriately. Officers of the Lodge of Instruction will wear tuxedo, apron and collars of their office. Candidate and constituent lodge members will wear white aprons. Constituent Lodge Officers with a Travelling jewel and aprons are encouraged to wear them. Any lodge member having an apron and jewel as a Past Master, past or presiding Grand Lodge officer are also encouraged to wear them.

ATTENDANCE-

Attendance for Lodge Officers and candidates is mandatory.

The Education and Training Committee recognizes that a candidate may advance to the next degree as dictated by the Grand Constitutions without attending a District Lodge of Instruction. However, they will not receive their dues card until having attended the class for each degree.

There shall be attendance sheets, outside the lodge room, in a convenient and conspicuous place. Each lodge shall have an attendance sheet, marked with the Lodge name, and date. The Greeters for the Lodge of Instruction will direct all attendees to the sign in sheets. (see appendix E)

Prior to entering the Lodge each member and officer shall clearly print their name and station

Examples- Bro Joe Jones, Member
 Bro Harry Brown, Senior Deacon
 Wor. Steve Tyler, Chaplain

Each candidate will print his name and the degree he has achieved

Examples- David Adams, first degree
 Waldo Davis, FC degree
 Bro Bruce Thomas, 3rd degree

The candidates will also sign a sheet at the conclusion of their class which will indicate their attendance in that class.

The Marshall will collect all attendance sheets at 7:45 (at the completion of training and instruction) and present them to the Lodge of Instruction Secretary.

The Lodge of Instruction Secretary will fill out the appropriate attendance form for submission to Grand Lodge.

The Lodge of Instruction Secretary will submit to the District Deputy Grand Master the name of a candidate or Lodge Officer that has not attended or completed the Lodge of Instruction requirements.

Brothers installed as Officers in multiple lodges within the District will fill in their name and office for each Lodge on the appropriate attendance sheets.

The recording attendance of guests and non-masons is not required.

The installation of officers is to be a brief and simple ceremony and will not take away from the work of the evening.

The following items will be found on **Educatemasons.org** (and are subject to change):

1. The suggested topics for Officer Training
2. The approved Candidate Instruction modules
3. The approved list of Speakers for Officer Training
4. The approved sample program notice
5. The approved Lodge Attendance Sheet
6. The approved Candidate Instruction Attendance Sheet

Appendix E. Lodge Attendance Sheet sample

District 13

Lodge of Instruction

September 12, 2011

Lodge name: **Friendship Lodge**

Name-(please print clearly)

Indicate Title of Office, Member or Candidate w/ Degree

Ted N. Morang Jr.

Member

Brian King

Tyler

Joe Alfred Jones

Candidate 3rd degree

Wor. Paul McMahon

Worshipful Master

Candidate Class Attendance Sheet Sample

District 13

Lodge of Instruction

Class- *MM*

(EA, FC, MM)

Date- *September 12, 2011*

Instructor Name- *Hiram Jones*

Candidate Name and Lodge-

Joe Alfred Jones

Friendship

Larry Smith

Wakefield Golden Rule

Paul Costello

Mt Hermon